

ADMINISTRATIVE - INTERNAL USE ONLY

OC-0035-88

21 JAN 1988

OIT/TRIS  
LOGGED  
2 FEB 1988

MEMORANDUM FOR: Director of Information Technology

STAT FROM:

[REDACTED]  
Director of Communications

SUBJECT: Acceptance into the Professional Opportunities  
in Telecommunications Program -

STAT 1. The Office of Communications (OC) is pleased to advise that [REDACTED] a GS-06, Computer Operator presently assigned to the Office of Information Technology (OIT), has been accepted for participation in the OC program "Professional Opportunities in Telecommunications (POINT)."

STAT 2. To better protect the employee's interest, POINT has been designed so that the promotion process remains with OIT throughout the program's training phase. Accordingly, Performance Appraisal Reports will be prepared by OC in compliance with the schedule of the parent career service with a copy forwarded to the parent component for inclusion in [REDACTED] soft file. Again, to protect the interest of the employee, [REDACTED] is to retain his service designation until training is successfully completed (approximately nine months) and remain at his present grade throughout training unless he is promoted by OIT. If [REDACTED] does not successfully complete training, he will return to OIT for assignment.

STAT 3. Responsibility for the day-to-day administration and funding will rest with OC. This includes funding for training, travel, and other expenses incidental to the POINT program.

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4. In order for [ ] to begin the initial training  
phase of POINT, OC requests that he be released by OIT on  
19 February 1988. [ ] of our Recruitment Section  
can be contacted [ ] to finalize administrative  
arrangements and answer questions relative to this program.

APPROVED:

\_\_\_\_\_  
Director of Information Technology

\_\_\_\_\_  
Date

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